



**The Office of  
United States Senator Rand Paul - KY**

**Internship Description  
Bowling Green State Office**

**Internship opportunity**

Internship positions under U.S. Senator Rand Paul give college students the opportunity to receive approved credit hours in their respective field of study. They will be assigned the Bowling Green State Office and will assist the staff with daily tasks that are identified by the office supervisor.

**Duties and Responsibilities**

1. The intern will be expected to make him/herself available in the office a minimum of 10 hours per week and up to 20 hours per week.
2. The intern will assist the staff assistants with the general daily activities to include: assisting with constituent mail, constituent phone calls, casework filing, and daily activities of the staff assistants, etc.
3. The intern will report to the Director of Constituent Services.
4. The intern will be assigned one special project during his/her tenure that will provide insight in the duties and responsibilities of the Congressional staff.

**Application Process**

Please complete all sections of the application. All requested materials must be submitted together.

To be considered for an internship, the application must include:

§ Internship Application Form

§ Three letters of Recommendation (at least one from a professor)

§ A recent writing sample (Class assignments no longer than two pages are preferred.)

§ Resume

**\*Once your application has been received, we will contact you for an interview.**

### **Session Dates and Application Deadlines**

Summer I 2011 (May 16 – June 30)

Deadline: April 15<sup>th</sup>

Summer II 2011 (July 5 - August 19)

Deadline: June 3<sup>rd</sup>

Fall 2011 (September 6 – December 16)

Deadline: August 5<sup>th</sup>

Spring 2012 (January 23 – May 11)

Deadline: November 18<sup>th</sup>

### **Completed Applications**

Please submit your completed application to:

U.S. Senator Rand Paul  
1029 State Street  
Bowling Green, KY 42101  
Fax: 270-782-8315

If you have any questions, please contact us at 270-782-8303.



**The Office of  
United States Senator Rand Paul – KY**

**Internship Application  
Bowling Green State Office**

**Personal Information**

Name: \_\_\_\_\_

**Current Address**

Street/Box #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Permanent Address (if different than above)**

Street/Box #: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How did you hear about this internship program?

\_\_\_\_\_  
\_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

College: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

GPA: \_\_\_\_\_

Will you receive credit for this internship? \_\_\_\_\_

If so, who is your internship advisor?

Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department/Office: \_\_\_\_\_

**Session you are applying for:**

- ☐ Summer I
- ☐ Summer II
- ☐ Fall
- ☐ Spring

Hours Available:

Monday: \_\_\_\_\_ to \_\_\_\_\_ Thursday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_ Friday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

**Disclosure**

Have any disciplinary or administrative actions (ex. probation, suspension, expulsion) been taken against you by your school or are any pending?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes" to any questions above, please provide an explanation on a separate page.

**Certification**

My statements on this form and on all of my application materials are true to the best of my knowledge and belief. I understand that knowingly making false statements will lead to the rejection of my application or removal from the internship program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_